



fresno county superintendent of schools

Dr. Michele Cantwell-Copher, Superintendent

Mailing Permit

All routine district finance mail will be directed to the district office at the address listed in the *Fresno County Schools Directory*, unless otherwise specified on a Mailing Permit. Mailing Permits remain valid until replaced with updated versions. Updated contact and mailing information may be submitted at any time during the school year.

If your district's contact or mailing information needs to be updated, please fill out the form below and mail the original to the District Financial Services Department, Fresno County Superintendent of Schools, 1111 Van Ness Avenue, Fresno, CA 93721. This form may also be downloaded at www.fcoe.org/dfsdocs.

Please Send District Financial Mail to:		
Name _____		District _____
Address _____	City _____	Zip Code _____
Governing Board Action Taken on: _____		Date _____
Signed: _____		Clerk of the Board _____

6/21/2023



fresno county superintendent of schools

Dr. Michele Cantwell-Copher, Superintendent

Authorized Signature Permit

Return to: Gabriel Halls, Senior Director
District Financial Services, FCSS

Dear Mr. Halls:

Pursuant to Education Code sections 42632 and 42633, at a regular meeting of the Governing Board of the _____ School District, held on _____ day of _____, 20__:

1. The following person(s) who is/are an officer(s) or employee(s) of the above-referenced school district and whose signature(s) appear(s) opposite of his/her name below, was/were authorized to sign District orders drawn on the funds of the District in the name of the said governing board:

Type or print here:	Position:	Signature:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pursuant to Education Code section 17604, no contract made by the Designee(s) shall be valid or constitute an enforceable obligation against the district unless and until the same shall have been approved or ratified by the governing board.

2. A majority of the following members of the governing board of the above-referenced school district and whose signatures appear opposite of the corresponding names were authorized to sign District orders in the name of the said governing board.

Type or print here:	Note President	Signature:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Rubber stamp signatures or machine signatures authorized by the Governing Board for use on maintenance checks and/or registers Yes ___ No ___. Only such facsimile signatures may be used, which have met the requirements of Government Code section 5501 (copy enclosed). I certify this requirement has been met.

Type or print here:	Position:	Signature:
_____	_____	_____

By order of the Governing Board of _____ School District of Fresno County, California.

Clerk of the Board

Date

Rev. 6/21/2023

EDUCATION CODE 42632

Each order drawn on the funds of a school district shall be signed by at least a majority of the members of the governing board of the district, or by a person or persons authorized by the governing board to sign orders in its name. No person other than an officer or employee of the district shall be authorized to sign orders.

EDUCATION CODE 42633

The governing board of each school district shall be responsible for filing or causing to be filed with the county superintendent of schools the verified signature of each person, including members of the governing board, authorized to sign orders in its name. Except for districts determined to be fiscally accountable pursuant to Section 42650, no order on the funds of any school district shall be approved by the county superintendent of schools unless the signatures are on file in his office and he is satisfied that the signatures on the order are those of persons authorized to sign the order.

GOVERNMENT CODE 5501

Any authorized officer may, after filing with the Secretary of State his manual signature certified by him under oath, execute or cause to be executed with a facsimile signature in lieu of his manual signature:

- (a) Any public security, provided that at least one signature required or permitted to be placed thereon shall be manually subscribed; and
- (b) Any instrument of payment.

Upon compliance with this section by the authorized officer, his facsimile signature has the same legal effect as his manual signature.

RUBBER STAMP OR MACHINE SIGNATURES

Any authorized Governing Board designee shall not use their rubber stamp or machine signature on either construction or service contracts. All rubber stamp and machine signatures must be initialed and dated.